

File Retention Policy

DEMIL CODE	RETENTION PERIOD	DOCUMENTS
A	Consumable items. 1 year active, 4 years Inactive, and then destroyed.	DD Form 1348 Issue OES 657 Property Receipt OES 657A Property Non-Receipt OES 657D Disposal Request Correspondence
	Non-Consumable items valued under \$20,000.00. 2 years active, 3 years Inactive, and then destroyed.	DD Form 1348 Issue OES 657 Property Receipt OES 657A Property Non-Receipt OES 657D Disposal Request Correspondence
	Non Consumable items valued over \$20,000.00. Active throughout the life cycle of the item. 3 Years Inactive after item has been turned-in or authorized by LESO to be disposed of or destroyed, and then destroyed.	DD Form 1348 Issue OES 657 Property Receipt OES 657A Property Non-Receipt OES 657TR Transfer Request OES 657TI Turn-In Request OES 657D Disposal Request DD Form 1348 Turn-In Correspondence
B - Q	Active throughout the life cycle of the item. 3 Years Inactive after item has been turned-in or authorized by LESO to be disposed of or destroyed, and then destroyed.	DD Form 1348 Issue OES 657 Property Receipt OES 657A Property Non-Receipt OES 657TR Transfer Request OES 657TI Turn-In Request OES 657D Disposal Request DD Form 1348 Turn-In Correspondence